

DECEMBER TRAINING SCHEDULE

Learning and Development

December 2016

Time Management for Busy Professionals

12/06 8:30-11:00 #0647-03

Microsoft Excel - Level 3

12/07 8:30-4:00 #0512-07

Microsoft Word - Level 3

12/08 8:30-4:00 #0511-03

New Employee Orientation

12/09 8:30-3:00

Communicating For What You Want

12/13 8:30-10:00 #0635-04

Hearing Ain't Listening

12/13 10:30-12:00 #0852-04

Bridging The Generational Divide

12/13 1:00-2:30 #0637-08

Microsoft Excel - Level 1

12/15 8:30-4:00 #0509-17

Purpose Driven Documents

12/20 8:30-12:00 #0588-04

TargetSolutions Online

SMART Mental Health:
Reducing Stress and Anxiety
Length: 1 hour



Business writing blues?

Most everyone suffers from some form of "business writing blues." Join Tyler Wade as he teaches **Purpose Driven Documents** a half-day class that attacks the following forms of "the blues": writer's block, weak argumentation/reasoning, aimless wandering, taking too long to make a point. Stop wasting time, frustrating readers, and losing credibility-this course can help. The individual and team activities will stimulate interest and reinforce key concepts that you can apply right away. (See page 5)

Time Management for Busy Professionals

Time management skills have a direct effect on efficiency, quality of work and stress levels. Carol Scofield is presenting her 2.5 hour time management course on December 6 titled, **Time Management for Busy Professionals** designed to provide supervisors with the tools and techniques to identify time wasters, help them prioritize their day to maximize results, and develop a personal game plan to take back control. (See page 3)



Interested in a course, but not sure how to Enroll?

Use ACORN Self-Service or contact your Department Training Coordinator.

ACORN > Main Menu > Self Service > Learning and Development

For more information, contact LD at Learning@placer.ca.gov or 530-886-4670.

Classes are held at LD Training Room 1, 11486 B Avenue in Auburn unless otherwise noted.

December Classes



Communication

COMMUNICATION

COMMUNICATING FOR WHAT YOU WANT

Tuesday 12/13 8:30-10:00 #0635-04

Instructor: Joan Zeglarski Target Audience: Everyone

Learn how to minimize ineffective communication behaviors (aggressive, passive, and passive-aggressive) and maximize assertive communication skills and techniques.

HEARING AIN'T LISTENING (EFFECTIVE LISTENING SKILLS)

Tuesday 12/13 10:30-12:00 #0852-04

Instructor: Joan Zeglarski Target Audience: Everyone

Listening is the number one communication skill, not one that is always practiced well. In this session, you will assess your listening skills and develop strategies to increase your listening effectiveness.



Cooperation

BRIDGING THE GENERATIONAL DIVIDE

Tuesday 12/13 1:00-2:30 #0637-08

Instructor: Joan Zeglarski Target Audience: Everyone

Understand what moves and motivates customers and coworkers of varying generations and learn what influences them to do and act as they do.

Placer County Higher Education Tuition Reimbursement

Find out more by visiting [MyPlacer](#).

[Employee Services](#) > [Learning Zone](#) >

[Higher Education](#) > [Tuition Reimbursement](#)



December Classes



Health & Wellness

HEALTH & WELLNESS

SMART MENTAL HEALTH ONLINE LEARNING TRACK REDUCING STRESS AND ANXIETY

Target Audience: Everyone Duration: 1 hour

Available online at [your workstation through TargetSolutions, Self-Assign](#). [Access TargetSolutions](#)

Stress is our body's way of responding to physical, emotional, or mental demands. Although typically associated with negative circumstances, stress can be caused by both good and bad experiences. Our bodies react to stress by releasing chemicals into the blood to give us energy and strength to handle the situation. This evolutionary reaction can be a good thing when stress is caused by real physical danger; however, this survival response can wreak havoc if it builds up without a proper outlet. This interactive online course discusses signs and symptoms of stress, and explains the physical and emotional effects of built up stress, such as pain and anxiety. The course also describes stress management techniques, treatment options, and lifestyle changes to help alleviate stress.



Job Knowledge

JOB KNOWLEDGE

NEW EMPLOYEE ORIENTATION

Friday 12/9

8:30-3:00

Instructor: CEO David Boesch, Human Resources, Information Technology, PPEO

Target Audience: New Employees are enrolled by Learning and Development

Welcome to Placer County! As a new employee, you will be automatically enrolled in this course based on your hire date. This course will cover topics to help you effectively transition into your new role. The session includes an overview of the County organizational structure, the County goals, as well as information about the different departments, the services they provide, and all your resources to support the important work you do every day.



Managing People

MANAGING PEOPLE

TIME MANAGEMENT FOR BUSY PROFESSIONALS

Tuesday 12/06

8:30-11:00

#0647-03

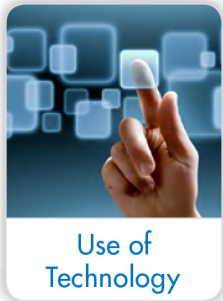
Instructor: Carol Scofield Target Audience: Supervisors and Managers

Ever run out of day before you run out of "to dos?" Is disorganization getting in the way of your results? Is crisis management your style of operation? If you answered "yes" to any/all of the above, this class is for you! This class supports you in:

- Identifying your time wasters
- Discovering your level of urgency addiction
- Finding out how to overcome procrastination
- Learning to prioritize your day to maximize your results
- Taking control of your electronic devices, i.e., email, iPhone, cell phone, computer
- Walking away with a personal game plan to take back control



December Classes



USE OF TECHNOLOGY

All Use of Technology courses are held at IT Training Center, 2970 Richardson Dr., Auburn

MICROSOFT EXCEL 2010—LEVEL 3

Wednesday 12/7

8:30-4:00

#0512-07

Instructor: ISInc. Staff

Target Audience: Experienced Excel Users

This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources and import and export data. Upon successful completion of this course, students will be able to:

- Enhance productivity and efficiency by streamlining the workflow
- Collaborate with other workbook users
- Audit worksheets
- Analyze data
- Work with multiple workbooks
- Import and export data
- Integrate Excel data with the web

MICROSOFT WORD 2010—LEVEL 3

Thursday 12/8

8:30-4:00

#0511-03

Instructor: ISInc. Staff

Target Audience: Experienced Word Users

This course is designed for persons who want to gain skills necessary to manage lengthy documents, collaborate with others, and secure documents. You will create, manage, revise, and distribute documents. Upon successful completion of this course, students will be able to:

- Use Word with other programs
- Collaborate on documents
- Manage document versions
- Add reference marks and notes
- Simplify the use of long documents
- Secure a document
- Create forms

MICROSOFT EXCEL 2010—LEVEL 1

Thursday 12/15

8:30-4:00

#0509-17

Instructor: ISInc. Staff

Target Audience: Beginning Excel Users

This course is designed for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010 Worksheets. Upon successful completion of this course, students will be able to:

- Create a basic worksheet
- Perform calculations in an Excel worksheet
- Modify an excel worksheet
- Format a worksheet



December Classes



WRITING

PURPOSE DRIVEN DOCUMENTS

Tuesday 12/20

8:30-12:00 #0588-04

Instructor: Tyler Wade

Target Audience: Everyone

Most everyone suffers from some form of "business writing blues." This half-day class attacks the following forms of "the blues": writer's block, weak argumentation/reasoning, aimless wandering, taking too long to make a point. Stop wasting time, frustrating readers, and losing credibility-this course can help. The individual and team activities will stimulate interest and reinforce key concepts that you can apply right away. Upon completion, participants will be able to write better business correspondence by learning how to:

- Organize their thoughts and write more concisely
- Write with purpose and conviction
- Jumpstart the writing process
- Use solid reasoning

Join the Learning and Development Conversation!

FOCUS GROUP SESSIONS

SOUTH PLACER Gold Rush Room
1000 Sunset Building - Human Services

December 1, 2016

10:00 - 12:00 #1106-05 Employee

1:00 - 3:00 #1106-06 Employee

TAHOE CITY, 2nd Floor CEO Conference Rm.
775 N. Lake Blvd., Administrative Office

December 7, 2016

1:00 - 3:00 #1106-03 Employee

Help shape Placer's training program.

